

# COVID-19 Safety Protocols (rev. 3/14/2022)

To keep our school community safe and protect students, staff, and families from the spread of COVID-19, the German Language School of the North Bay is following current CDC health recommendations, local health guidelines, and the safety guidelines of our host organizations, as applicable to our school situation:

## Policy for everyone (staff, students, parents, visitors, etc.)

**If you are sick, do not come to school - stay home.** Anyone who is feeling sick with any of the following symptoms: sore throat, cough, runny nose, headache, fever, shortness of breath, loss of taste or smell, fatigue, sneezing and muscle aches, just an overall sense of not feeling well must stay home. If you have been exposed to someone with COVID or COVID symptoms in the past 5 days, do not come to school.

- Anyone with a fever over 100.4 will not be allowed into the school.
- Anyone who is feeling sick with any of the following symptoms: sore throat, cough, runny nose, headache, fever, shortness of breath, loss of taste or smell, fatigue, sneezing and muscle aches will not be allowed into the school.
- Anyone who begins to feel ill/sick during the school day is to report to the class teacher/board member on duty so the situation can be assessed.
- Follow the [California Department of Public Health guidance for isolation and quarantine](#).

## Health/Safety Practices and Protocols

- Masks and face coverings while at school are strongly recommended, but not mandated:
  - State and county guidance states that masks continue to be strongly recommended, therefore we recognize and support the continued wearing of masks for students and staff, as an important safety practice.
  - In most circumstances, masks are strongly recommended. However, indoor masking is a requirement in the following contexts:
    - Any instance of COVID exposure requires students to mask while around others until Day 6.
    - Any individual with a confirmed case of COVID is required to mask around others for a full 10 days, even if isolation ends on Day 6 as per the [California Department of Public Health guidance for isolation and quarantine](#).
    - Masking policies may be reevaluated as necessary and can change when state and county requirements change, with a surge in cases in our community, emergence of a new variant, or an observed correlation between masking policy and rise in cases.
  - We expect everyone at our school to respect each other and school policy, despite disparate belief systems. We strive to protect a safe learning environment in which all staff and students feel respected and supported.
- Essential Protective Equipment is available in the entry lobby for everyone.
- Hand sanitizing/washing is required for anyone entering the school building. There are hand washing/sanitizing stations available to use.
- Teachers, staff, and students have access to handwashing areas in each classroom and outside.

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- Time to wash hands is built into classroom routines, during outside play, Pause activities, and bathroom breaks.
- If a student becomes ill/sick they will be removed from the classroom.
  - The ill student will stay in an isolated area in the entry lobby until the parent arrives
  - A call will be made to the parents to pick up the student.
  - If the student is an adult, then they can head home or we will call their emergency contact if they require assistance.
- If a student tests positive for Covid-19, please email your teacher and the school ([info@germanschoolmarin.com](mailto:info@germanschoolmarin.com)) or call us at 415.897.9771 to receive further instructions about returning to school.
- Follow the [California Department of Public Health guidance for isolation and quarantine](#).

## Training

All teachers, staff, and board members receive required training on the following items:

- Cleaning/Disinfecting
- Classroom Management during COVID
- Safety/Health/First Aid
- Sick Policies

Prior to school starting all parents and students receive information on current Covid-19 policies, procedures, and expectations.

## Cleaning & Disinfecting

Teachers, staff, and board members will clean/disinfect high-touch surfaces before and after Saturday school. Each teacher will be provided with cleaning supplies, sanitizing wipes, gloves, and masks.

Each student is responsible for their own basic school supplies and school materials should not be shared. Teachers communicate with their students/families regarding specific needs for their classroom. Some school owned, shared supplies (eg. scissors, glue sticks) will be sanitized before use.

Electronic devices such as projectors and Chromebooks need to be sanitized after each use. Students are not to share Chromebooks in class, unless they are cleaned before they are passed on.

## Health Screening for Students and Staff

Parents and caregivers will monitor their children for signs of infectious illness before coming to Saturday school. Teachers/Board members conduct health screenings each prior to class. All teachers and board members check-in in the entry lobby to complete the health screening.

## Physical Distancing

During school, teachers, board members, and students will practice physical distancing of three feet when practicable. Students will be placed at desk/tables that are at least 3 feet apart and physical distancing will be maintained to help keep students as separate as possible.

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## Face Coverings

State and county guidance states that masks continue to be strongly recommended, therefore we recognize and support the continued wearing of masks for students and staff, who choose to do so as an important safety practice. In most circumstances, masks are strongly recommended. However, indoor masking is a requirement in the following contexts:

- Any instance of COVID exposure requires students to mask while around others until Day 6.
- Any individual with a confirmed case of COVID is required to mask around others for a full 10 days, even if isolation ends on Day 6.
- Masking policies may be reevaluated as necessary and can change when state and county requirements change, with a surge in cases in our community, emergence of a new variant, or an observed correlation between masking policy and rise in cases.

## Teacher/Parent Communication for possible COVID scenarios

We currently use and follow the template provided by Marin County of Public Health to ensure scenarios of possible COVID exposure are handled immediately.

## Accurate Attendance/Data

Teachers are responsible for taking classroom attendance each Saturday. They will follow up with the families of absent students, for the purpose of tracking possible COVID-19 infections. Any student who tests positive for COVID must be cleared before returning to the classroom.

## Drop Off and Pick Up

Starting at 9:15, youth students from PreK through Elementary I will line up in the outside recess area, in designated spots class by class. Teachers will lead their classes into the building, one after the other, at 9:30am. Parents should drop off their children in the outside recess area and not enter the school building to help avoid crowding and gathering. Students from Elementary II through Adult class levels head straight up to their classroom. If a student arrives late (after 9:30am), they must check-in downstairs before going up to their classroom. Teachers will bring children/youth students back downstairs to the outside recess area for pick-up.

## Outdoor Space for Education

Teachers are encouraged to hold lessons outside (weather permitting). The campus has a large outdoor area that can be used for educational purposes. During the warmer months there is adequate space and shade. Teachers communicate with each other about time outside to keep from crowding spaces.

## Routines and Schedules

Hand washing routines happen in intervals throughout the school morning in each of the classrooms. Students wash hands before class, after using the restroom, after Pause, and at the end of school.

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## Visitors/Volunteers

Parents are not allowed in the school building (neither as visitors nor as volunteers) without prior permission from the board member on duty. Children should be dropped off and picked up outside (see Drop Off and Pick Up).

## School Site-Specific Protection Plan

This plan is posted on our school website, has been shared with all staff and families and will be updated as state and local Public Health guidance dictates.

## Changes

These COVID-19 Safety Protocols may change from time to time, depending on new developments.